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Bureau of Special Education FY'12 Memo #30

Date: May 11, 2012

TO: Superintendents of Schools
Special Education Directors

FROM: Office of the Commissioner

Division of Instruction
Bureau of Special Education

RE: Indicator 11: Initial Evaluations ~ Report Period 2011-2012

The Bureau of Special Education has uploaded, to the main menu page in NHSEIS, the preliminary list of initial evaluations for September 1, 2011 to November 30, 2011 for each district.

This file is password protected. You previously received an e-mail from Terry Hersh issuing Special Education Directors a password; this password will enable you to open this file.

For the FFY'11 (2011-2012) Annual Performance Report (APR) due February 1, 2013, the NHDOE will determine the rate of compliance for Indicator 11, Timeliness of Evaluations, based on the count of days from parent consent to evaluate to the eligibility date. This count must be within 45 days of receipt of parent consent to evaluate to the eligibility date, unless there is evidence of written consent to extend the evaluation for no more than 15 days, agreed upon by the parties.

Instructions for the review of the data:

- Enter district specific password to view data.
- Review data to ensure accuracy of all fields.
- If errors in the data are found and need to be corrected-**PLEASE MAKE THE CORRECTION OF THE INFORMATION IN NHSEIS**. Correcting the data on the spreadsheet **WILL NOT** change the information in NHSEIS and **WILL NOT** reflect compliance.

Districts may review the data and make corrections in NHSEIS until **Wednesday, May 30, 2012**. At that point, the Department will retrieve the final data on initial evaluation information in NHSEIS, and begin the desk audit process. The desk audit will provide an opportunity for districts to provide evidence of written consent for extensions and exceptions to the timeline. Further information on the desk audit process will be provided at a later date.

BG:BJR